

25X1A9a

Security Information

OFFICE OF RESEARCH AND REPORTS

Staff Meeting Notes

(Meeting held 26 November 1952, 2125 "M" Building)

Subject

Discussion

Action

FDD 25X1A9a

repeated the announcement in the ORR Diary that FDD has made two people available in "M" Building for consultation on foreign language materials. Analysts needing foreign language assistance should go directly to these FDD people. This service is being provided on an experimental basis as FDD is eager to get a measure of the total need for such service. OAD/RR, will continue to be of assistance in problems concerning foreign language materials, when members of the FDD team are not available. Members of the FDD team are and They will be available for consultation in Room 1116 "M" Building.

Information.

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Christmas Leave

announced that each Division may consider the leave requests turned in for key personnel as approved, provided their submission included all absences of key personnel for any reason (such as attendance at Christmas meetings, military leave, etc.) during the period involved.

Information.

Attendance at Christmas Meetings

explained that, since ORR has already gone pretty heavily into its travel budget, it will not be possible to authorize as much travel as has been requested for attendance at Christmas meetings. Division Chiefs will be notified when final decision is reached on how many may go, and will have final word as to who goes from his Division.

Information.
St/A and Acting AD/RR to provide Division Chiefs with numbers of their personnel for whom expenses can be paid.

Career Management Program

suggested that in order to avoid misunderstandings that are arising, ORR or CIA should get out an official notice on the Career Management Program and how it affects individual analysts.

Acting AD/RR to discuss with Mr. of the CIA Career Service Board.

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DOCUMENT NO. 12

NO CHANGE IN CLASS. 11

11 DECLASSIFIED

CLASS. CHANGED TO: TS S

DATE 7/11/79

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	<u>Subject</u>	<u>Discussion</u>	<u>Action</u>
25X1A9a	<u>Sovmat</u>		25X1A9a
25X1A9a		[redacted] reviewed the history of the Sovmat program, and explained some of the difficulties involved. He quoted some statistics from a report compiled by St/C and available in [redacted] office on number of Sovmat notices, requests for analysis by ORR, requirements for collection, etc., and then asked Division Chiefs to consider the Sovmat program and make recommendations as to what ORR can do in terms of better utilization of the material resulting from Sovmat's operations and where we need to extend our efforts to have the program expanded. He pointed out that ORR is extremely vulnerable so long as we have not made maximum use of material that has been acquired.	Division Chiefs to consider problem, discuss it at Division level staff meetings and with [redacted] and St/C in order to make certain ORR is getting full benefit from Sovmat program.
25X1A9a	<u>Emergency Plan</u>	[redacted] asked Division Chiefs to alert their Evacuation Officers to expect a call to a meeting some time early next month to help put together an Office Emergency Plan.	As stated.

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